

Questionnaire for Special Events

Name and Event: _____

Date and Location: _____

1. Will Alcohol be served? **YES** **NO**
If yes, the following mandatory requirements apply:
 - Virginia ABC Banquet License
 - Entire Courtyard must be rented
 - Uniformed Officer, who has arresting authority in this jurisdiction
2. Will the event be catered? **YES** **NO**
3. Will rental equipment (tents, chairs, tables, etc.) be used? **YES** **NO**
If yes to questions, #2 and #3, the following requirements apply:
 - Certificate of Insurance from each commercial business associated with the event that provide any service on park property
 - Tie backs and stakes must be clearly marked, attendant from the party remains with equipment at all times (from set-up to break-down) to avoid tripping hazards for tents and volleyball nets
 - Commercial parking fee info.
4. Will animals be released (butterflies) or involved in the event? **YES** **NO**
5. Will there be any use of Firearms, or swords in the event? **YES** **NO**
6. Are all participants are going to be clothed? **YES** **NO**
7. Will there be a display of an open flame such as candles, grills, tiki torches, and fireworks? **YES** **NO**
If yes, the following guidelines pertain to the event:
 - permissible with prevailing weather conditions
 - All open flames are to be located a safe distance from combustible materials including , but not limited too, dune grass, wooded areas, fabric or decorations, and structures.
8. Will tables and chairs be rented through the park? **YES** **NO**
If yes, how many tables_chairs_____
Be aware that tables and chairs have a tendency to sink in the sand.
9. Would you be interested in renting our 40x40 or 40x20 tents? **YES** **NO**
Siding Y N how many_____
Lights Y N how many_____
10. How will the parking fees be paid (please circle one):
Lump Sum parking (cars are tallied and payment is due at the conclusion of the event)
Individual Parking (each vehicle pays upon entrance into park)
11. Will a beach wheelchair be needed? **YES** **NO**
If yes, park has one manual wheelchair capable of operating on the beach, which can be reserved in advance, free of charge.
12. Will anything be thrown such as birdseed or rose petals? **YES** **NO**
If yes, then anything thrown that lands on the ground must be picked up.

Additional Information: Persons with disabilities and/or the elderly may have difficulty walking in loose sand. Depending on time of year and day temperature on the beach, the sand can get extremely HOT. Dress for the weather and have cold drinks, preferably water, on hand.